

Trustees of Lunenburg Public Library
September 15, 2011

Noelle Bodkin, Lisa Krowitz, John Mara, Jeanne Raboin, Amy Sadkin, Len Smetana

Absent: Richard Mailloux, Kathy Murray

Minutes: Motion made by LK and seconded by NB, to unanimously accept minutes as amended from June 16, 2011.

No Public Comment.

New Business

1. Calendar of meetings: no conflicts with school calendar until April Vacation week; we may need to move this but will wait until then.
2. Calendar for the LPL Library: Discussion about closing LPL on these dates: Dec. 24, 2011, Dec. 26, 2011; Jan. 2, 2012 and May 5, 2012. NB made motion to close LPL on Dec. 24 & 26, 2011; Jan. 2, 2012, LS seconded, unanimous to close library on these dates.
3. Director's Report (see report for details)
 - a. Summer Director's Report: no questions
 - i. July Budget 2011 – Salary: there was a step increase (signing bonus) voted on at Town Meeting for one LPL staff.
 - ii. Revolving Fund Balance: \$9,391.39
 - iii. Keep in mind: State Aid Reports - population over 10,000 so we must be aware of the state policies for this (we have 3 yrs. to comply).
 - b. September 2011 Director's Report: see report
 - i. Concerning the Gaming: Question, would this program need adult supervision when a child/teen checks game(s) out.
 - ii. LPL plans on circulating the older, used games; in-house for new games.
 - iii. LPL Staff opening: would like to post as a Senior Library Assistant; overall picture for the future: would like to get current staff more hours and in near future more staff.
 - iv. Salary a little over due to extra pay period.
 - v. Circ up again; seeing slightly less kids after school.
 - vi. All old pc's recycled, new ones in soon; good advertisement on Cable Access channel for library programs.
4. State aid reports are completed: collections have increased, LPL is a net lender, good number of patrons from outside Lunenburg requesting our materials or using library.
5. When new OPAC system comes up, LPL will not need to be closed; however cataloging will be down for a month, so no new items to be shelved at this time.
6. Capital Plan FY2013 (see handout): discussion about which items to present in the 2013 plan. Trustees would like to add exterior doors and include handicapped access button to be in ADA compliance into the plan. Roof and HVAC system added to list of Inventory items \$10K and up.
7. Evergreen Software Conversion: pushed to January 2012 (but this could change); unfortunately CWMars not paying for update to current system so there are several issues.
8. Other business: Friends of LPL Book and Bake Sale Oct. 1.
9. Noelle: Presented a request by a Lunenburg citizen to use the library's Great Hall for a wedding ceremony. Although the idea is lovely, Trustees unable to give permission due to the LPL Policy on after-hours library use. John will draft a letter of regret and will send to Trustees for review.
10. Freegal website not implemented nor paid for yet.

Motion made by JM, seconded by LK to adjourn at 8:10 pm. Next meeting Thursday, October 20 at 6:30 pm.

Respectfully submitted,

Jeanne Raboin,
Secretary, Trustees of Lunenburg Public Library